

VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 07-88

POSITION TITLE/NUMBER: Accounting Technician (2 Vacancies), 07-88, (PD Number 70264000)

GRADE/PAY: GS-0525-06 \$32,172.00 - \$41,823.00 per annum

DUTY LOCATION: USPFO, Fort Pickett, VA

OPENING DATE: 20 April 2007

CLOSING DATE: 22 May 2007 (1700 hrs)

EMPLOYMENT STATUS: Excepted Service Male/Female Enlisted Personnel

WHO CAN APPLY:

GROUP I - Applications will be accepted from all qualified enlisted personnel currently employed (permanent) in the Virginia Army National Guard Technician Program.

GROUP II - All qualified Virginia Army and Air National Guard enlisted personnel, regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard is required to be attached to the application if enlistment occurred within 60 days prior to or during the advertisement period.

GROUP III - Individuals eligible for military membership in the Virginia National Guard.

MILITARY CRITERIA: Applicant must be qualified or eligible for award of an MOS as follows: MOS: 42A, 42F, 42L, 44C, 92A, 92Y

MILITARY ASSIGNMENT: If selected, applicant must occupy a military assignment that ensures proper grade, unit, and MOS prior to placement.

POINT OF CONTACT: LTC Robert Clarke, (434) 298-6171

QUALIFICATION REQUIREMENTS:

GENERAL EXPERIENCE: Clerical experience which demonstrates arithmetic aptitude and ability, accuracy and attention to detail, and the ability to apply established procedures for recording and compiling data.

SPECIALIZED EXPERIENCE- Work experience listed on the application must show at least nine (9) months experience which equipped the candidate with the specialized experience to successfully perform the duties of the position, such as: analyzing, classifying, and obligating commitment and obligation documents; reviewing data for validity and expenditure limitation; verifying the accuracy of codes, amounts, or similar data in numeric form against related documents, such as: balancing, reconciling and adjusting accounts; receiving, analyzing, and classifying documents; matching disbursing documents with obligation data; obligating documents containing extensive subdivision of allotments and a number of accounts which are interrelated; developing or verifying data for reports, statements and schedules; interpreting and applying regulations, directives and guidelines; entering, deleting and retrieving data into computers.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: High School graduate or the equivalent may be substituted for 3 months of the specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e. 36 weeks of substantially full-time study or 30 semester hours or the equivalent) for 12 months of the experience. Each 30 semester hours credited must have included at least six semester hours in courses which are directly related to the type of work of the position. Applicant must submit transcripts, diplomas or other forms of completion certificates to provide verification of related courses.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) REQUIREMENTS: Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. The KSAs are NOT used for basic qualification. They are used solely for rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Knowledge of accounting methods, forms and techniques.
2. Skill in arithmetic computation, applying formulas or conversion tables.
3. Knowledge of general ledger and subsidiary accounts.
4. Ability to analyze the interrelationship of accounts affected by varied transactions.
5. Knowledge of disbursements and fund accounting, methods, procedures and techniques used in balancing and closing accounts.

TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 07-88

6. Ability to interpret and apply a variety of accounting regulations and guidelines.
7. Knowledge of procedures to enter, modify, retrieve, and delete information in an automated system.

DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION NUMBER 70264000: Receives purchase orders, contracts, pay and travel orders, Government Bill of Lading, Government Transportation Request and similar documents for obligation against appropriated funds. Assists with joint reviews and maintenance of unliquidated obligations file and all substantiating documents. Performs research of current accounts, historical data, source documents to develop and explain accounting information not otherwise readily available. Checks mathematical accuracy, to determine necessary accounting transactions and enters data into a computerized system or on to required forms. Processes and researches disbursements and assists in balancing accounts with US Treasury reports received from DFAS. Researches a variety of transactions using automated DFAS systems and personal contacts to resolve problems and issues involving other operating locations (OPLOC) and agencies. Responds to inquiries of a routine nature. Assists in the successful interface or connectivity between numerous computer systems and databases. Applies internal control procedures to ensure timely and accurate processing of all accounting transactions.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vanguardtechjobs@ng.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/ NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE MUST PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. ANY GROUP II OR GROUP III APPLICANT SELECTED WILL BE REQUIRED TO COMPLETE A PREPLACEMENT MEDICAL SCREENING WHICH WILL BE PAID FOR BY THE AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/HRO/otherjobs-linkspage.html>.

TPVA 07-88

DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer